



Yuma County, Arizona
COUNTY ADMINISTRATOR'S
Office of Management & Budget
198 S. Main Street, Yuma AZ 85364

MEMORANDUM

DATE: December 18, 2015
TO: Budget Preparation Contacts
FROM: Jim Flory
RE: 2016-2017 Budget Instructions

This memorandum plus the manual, forms, and training presentation for preparation of the 2016-2017 County Budget will be posted on the County website on or before January 8th. The rate sheet will be posted as soon as we finish compiling the information. From the website's main page, click on:

- Departments & Services -> County Administrator -> Office of Management and Budget -> Training & Related Information -> Budget Preparation Material

New!

- ❖ Grant List Form now available
- ❖ Personnel Entry will be completed in mid-March by departments
 - Not due in Oracle in February (TDR Deadline)
- ❖ Baseline budget will include the actual FY15/16 Appropriation of Fund Balance Revenue
- ❖ Underfill positions will be budgeted at the Underfill salary unless otherwise specified by department
 - Please ensure that the title and salary change is sent as a personnel change during personnel reconciliation period
- ❖ Budget Requests with facility reference will be sent to General Services for review
- ❖ Supplies & Services, and Capital Outlay forms revised
- ❖ Please notify OMB of any approved reallocation plans that will extend into FY16/17 by February 26, 2016.

Key dates:

January 8, 2016	Budget Training session
January 8, 2016	BRT distributes initial Baseline Budget
January 20, 2016	Departmental Baseline due to BRT
January 20, 2016	Capital Improvement Project requests due to County Engineer
January 29, 2016	Final Baseline Budget distributed
February 9, 2016 (tentative)	Board of Supervisors' Workshop – fiscal forecast review and discussion of budget issues
February 12, 2016	Department Total Budget requests due
March 1-4, 2016	Department meetings with the BRT (as needed)
March 16, 2016	Personnel changes deadline
May 2, 2016	Board of Supervisors receives Recommended Budget
May 10 - May 12, 2016	Board of Supervisors meets with departments
May 16, 2016	Board of Supervisors adopts Tentative Budget
June 6, 2016	Public Hearing on the Budget and possible adoption by the Board of Supervisors
July 13, 2016	Adopted Budget accessible in Oracle
August 15, 2016	Property tax rates & levies adopted

Training:

Training on the mechanics of assembling departmental budget requests will be held on January 8th, 2016 in the Main Library- Library District. The training will begin at 2:00 pm and should last about 1 - 2 hours. If you would like to bring a hard copy of the training presentation, you can print the presentation from the County website. We will also be available after the training presentation to discuss any questions or concerns.

Oracle data entry date:

The initial baseline budget will be distributed on January 8, 2016. Authorized persons in each department will be able to enter operational line item data into Oracle beginning on this date.

Payroll calculation:

Payroll calculations and full time equivalents will be reconciled with departments during the Total Department Request stage. Personnel data entry in Oracle will be during Total Department Request stage only (TDR stage will be re-opened for departments in mid-March for personnel entry). However, we will need you to enter your current year-end estimates for personnel during the department baseline stage.

Baseline Stages:

- Departments must budget for 800 MHz radio maintenance (if applicable). Please use object account # 43013.
- Departments must budget for existing New World Public Safety license fees (if applicable). If you are requesting budget authority to purchase additional licenses, please request the additional budget authority using a Total Department Request form.
- Information about the baseline stages is available at:
<http://www.yumacountyaz.gov/departments-and-services/county-administrator/office-of-management-and-budget/training-related-information/budget-preparation-material>

Total Department Request Stage:

- Reclassification request information will be obtained from Human Resources.
- Departments to submit a list of all budgeted grants.
- Personnel amounts for FY16/17 are entered into the Oracle line items as per the reconciled personnel spreadsheet.
- Additional information about the Total Department Request stage is available at:
<http://www.yumacountyaz.gov/departments-and-services/county-administrator/office-of-management-and-budget/training-related-information/budget-preparation-material>

Documentation:

The Budget Review Team is looking for Total Department Requests to be documented with metrics that will show the results that will be achieved by the County providing the resources requested. We are asking you to show how the County's effectiveness, efficiency, or productivity will be changed and document the return on investment. One initiative and one performance measure should accompany each request for a new position or program. We also expect your requests to be aligned with the goals, objectives, and strategies of your department as adopted in the Countywide Strategic Plan. Please provide only one of the following items per Total Department Request form – an objective number, a strategies number, the name of a department goal or the name of a County-wide goal.

Information on forms and examples of this kind of documentation can be found at:

<http://www.yumacountyaz.gov/departments-and-services/county-administrator/office-of-management-and-budget/training-related-information/budget-preparation-material>

Meetings with the BRT and the Board of Supervisors:

The schedule on the second page of this memo shows ranges of dates for department meetings with the BRT and subsequently with the Board of Supervisors. Specific dates for department meetings with the BRT will be scheduled as needed and are optional. Specific dates for department meetings with the Board of Supervisors have not yet been scheduled.

Departments that submit CIP requests:

Rather than attending the CIP meeting with the BRT, departments should be prepared to answer any questions regarding their CIP requests at their department's meeting with the BRT. The CIP meeting will be CIP staff only.

Thank you,

Office of Management & Budget

Jim Flory – 373-1108 - Jim.Flory@yumacountyaz.gov

Lucia Gomez – 373-1057 - Lucia.Gomez@yumacountyaz.gov

Nancy Peña-373-1115- Nancy.Pena@yumacountyaz.gov